



## DESCRIPTIONS

**DEN** – A Den is a small shelter where concentrative, focused work can be done without distractions – and alternatively, a place to unwind. It can be an enclosed room, such as a private office, or a semi-sheltered or screened-in space in the open. Depending on its intended use, the setting may offer a work surface and adjustable seating or take on a more relaxed feel. It should also provide appropriate considerations for the use of personal technology and other tools. A shared Den must be easily locatable in the landscape.

### Features:

1. A Den is optimized for one person, but may accommodate as many as three in some instances.
2. An appropriate vista or view encourages contemplation and inspiration.
3. Boundary enables focus.
4. Tools and technology are easily accommodated.
5. A Den is easily identified in the landscape.

**NEIGHBORHOOD** – A Neighborhood takes advantage of co-location to help drive work forward. The setting offers a grouping of workstations and offers a setting for numerous people to harmoniously engage in individual and collaborative work. Variances in spatial division, storage density and boundary define the character of the space and enable the specific work that is to occur there. Further ergonomic considerations may include the optimal placement of fixed and adjustable technology.

### Features:

1. Adequate workspace is provided for between 8 and 24 people.
2. Spatial divisions vary according to the character and purpose of the Neighborhood.
3. This type of area allows people to work and concentrate for greater durations of time.
4. Filing and storage may be provisional based on the level of residency (Is this space “owned” or temporary?).

**DROP SPOT** – A Drop Spot consists of highly approachable work points that facilitate work for distinct and discrete periods of time between other activities. For this reason they tend to be located along highly trafficked routes or adjacent to busy intersections within the landscape. A Drop Spot may help connect people from disparate locations of teams who otherwise would not meet. It can be configured with comfortable seating and with bar or table height surfaces.

### Features:

1. Work points are provided to accommodate 2 to 8 people for brief durations of time.
2. A Drop-Spot is located near highly trafficked areas of the landscape.
3. Tools and technology are easily accommodated.
4. Some level of boundary may be provided.

**CLUBHOUSE** – A Clubhouse is a working neighborhood that generally belongs to a team assigned to a specific, long-term project. A variety of individual and group work points enable people to freely and intuitively cycle between tasks and activities as they use a variety of fixed, mobile, personal and remote technology. Maintaining proximity and identity within the Clubhouse helps drive the work that occurs there. A Clubhouse should offer ample surfaces to display and share in-process work. This setting has defined edges with porosity for visual access.

**Features:**

1. Unassigned work points are provided for 10 to 16 people on a team or sharing a project.
2. Multiple posture and work types are accommodated simultaneously and within proximity.
3. The content and context of the work are present for people to share and ideate further.
4. Enclosure varies dependent upon the character and purpose of the group and work being done.

**HUDDLE** – A Huddle is a compact space within proximity to individual work points or common areas that enables people to assemble and engage with each other for a short period of time. A Huddle may also accommodate remote participants with provisions for fixed and personal technology. Enough boundaries to avoid disrupting others are essential - especially with the addition of technology. Territorial by nature, Huddles are used more readily by the people working nearest to them.

**Features:**

1. Gathering space is provided for groups of 2 to 4 people.
2. Digital displays allow for remote participation and information sharing.
3. Enclosure varies to suit noise levels and participation in digitally mediated conversations.
4. A Huddle may be placed adjacently to a Neighborhood or Plaza.

**LIVING ROOM** – A Living Room is designed to support information sharing – whether it's a single speaker at the head of the room or a group of peers talking and listening among themselves. For this reason, a Living Room requires great lines of sight for everyone, including remote participants. Vertical display surfaces encourage ideation and interaction. Adequate perimeter space enables circulation and frees movement. A Living Room tends to be architecturally bounded.

**Features:**

1. Accommodations are provided for 4 to 12 people.
2. Defined edges provide appropriate separation for privacy needs.
3. Information needs to be accessible and apparent to people in the room and remote participants.
4. Adequate circulation space enables free movement.

**TRANSITION SPACE** – A Transition Space is an open perching spot adjacent to Living Rooms or Town Halls. Prior to a meeting it provides a gathering space for attendees to interact. After, it takes advantage of the visual continuity between the Transition Space and its contiguous Living Room as an aid to contextual memory and helps drive the work that happens in this setting. Provisions that welcome a brief gathering drive the utility of each Transition Space.

**Features:**

1. A Transition Space is a gathering space for 2 to 4 people.
2. Transition Spaces are located outside of Living Rooms and Town Halls.
3. A standing-height table anchors the setting and offers a place to perch temporarily.
4. Not enclosed but boundaries are important to avoid disruption to adjacent spaces.
5. Design cues extending from the adjacent Living Room encourage contextual memory.

**THINK TANK** – A Think Tank is the ideal setting for people to work together to generate new ideas and drive their work forward. It offers easy access to analog and digital tools and surfaces to display and create work. People should always be able to see and hear each other easily – even when not physically present. A variety of postures and distinct groupings of mobile furniture allow people to choose and arrange how the space best suits their work in the moment. Adequate circulation space encourages movement.

**Features:**

1. Ample room is provided for groups of 4 to 16 people.
2. Circulation space encourages movement of people and furniture.
3. Sharable vertical surfaces enable information display and idea generation.
4. Multiple postures and variation of furniture enable different modes of work.

**TOWN HALL** – A Town Hall is designed to support the presentation and discussion of content. This is enabled by a clearly defined point of focus in the space which tends to be architecturally enclosed. Critical elements include a good line of sight for everyone in the audience, excellent sound and lighting and the capacity to engage remote participants. A variety of furniture selections may be provided and it should be repositionable to best suit each presentation and audience.

**Features:**

1. Audience size may vary from 12 to 100 people.
2. Furniture elements are highly configurable.
3. Presenter and presentation are the focus of the space.
4. A/V capabilities help to engage audience members and remote participants.

**PLAZA** – A Plaza acts as the vibrant and dynamic heart of the landscape – a place where people can intuitively take the pulse of the organization. They are open, welcoming, public spaces situated at major intersections and highly trafficked areas of the work environment. They support a diverse range of experiences and populations. A Plaza encourages mixing and mingling, enables multiple work activities simultaneously, helps broadcast information and provides amenities as a point of attraction.

**Features:**

1. A Plaza accommodates up to 100 people.
2. The layout should satisfy multiple modes of work occurring in parallel.
3. A view from one end of the Plaza to the other encourages interaction and helps people engage.
4. Digital displays disseminate information or enable work activities.
5. Landmarks and attractions – like food and drink – draw people in and invite them to linger.